
PIA Analysis Worksheet and Summary Template

The template for an information technology (IT) system Privacy Impact Assessment (PIA) Analysis Worksheet and Summary Template begins on the following page. The Template covers the four major categories of information required for inclusion into the PIA: system characterization, information sharing practices, Web site practices, and security controls.

NASA IT Privacy Impact Assessment (PIA) Analysis Worksheet

The PIA determines what kind of information in identifiable form (IIF), if any, is contained within a system, what is done with that information, and how that information is protected. Systems with IIF are subject to an extensive list of requirements based on privacy laws, regulations, and guidance.

Identifying Numbers (Use N/A for items that are Not Applicable)

Application Name (generally the name that the system is accessed by. www.nasa.gov, when Web enabled, for example):

NASA Explorer Schools Project Application @
<http://www.nsta.org/explorerschools>

Application Owner:

Rob LaSalvia, NASA Explorer Schools Project Manager (Acting)

(Person who is responsible for funding)

Phone Number: (216) 433-8981 E-Mail: robert.f.lasalvia@nasa.gov

System Manager

John Entwistle, NASA Explorer Schools Technology Coordinator

(Responsible for system technical operation)

Phone Number: (202) 358-1614 E-Mail:
John.Entwistle@aespa.nasa.gov

NASA Cognizant Official:

Rob LaSalvia, NASA Explorer Schools Project Manager (Acting)

(NASA individual responsible for management of daily operations)

Phone Number: (216) 433-8981 E-Mail: robert.f.lasalvia@nasa.gov

Activity/Purpose of Application:

The purpose of the NASA Explorer Schools (NES) Project Application is to receive information from interested parties to determine annual enrollment, limited to up to 50 schools per year, for the three-year NES project.

Mission Program/Project Supported:

NASA Explorer Schools project

IT Security Plan Number:

CD-999-L-GRC-2181

System Location (Center or contractor office building, room, city, and state):

Contractor:
National Science Teachers Association (NSTA)
1840 Wilson Boulevard
Arlington, VA 22201

Privacy Act System of Records (SOR) Number:

n/a

OMB Information Collection Approval Number and Expiration Date:

OMB Control Number 2700-0130
Expiration Date: 11/30/2007

Other Identifying Number(s):

n/a

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
System Characterization and Data Categorization					
1	<p>Has/Have any of the major changes listed in the Comments column occurred to the system since April 2003 or the conduct of the last PIA?</p> <p>If yes, please check which change(s) have occurred.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This is an initial PIA.
2	Does/Will the system contain Federal records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	If the system contains/will contain Federal records, under which disposition authority item in the NASA Records Retention Schedules or the General Records Schedules are/will the records be retained and disposed of or archived?				NRRS, 1/68
4	Do the records in the system pertain to active programs/projects?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Are the records Vital records for the organization?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	<p>Are backup files (tapes or other media) being stored off-site?</p> <p>If yes, please indicate in the comment field where backups are located.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Backup storage location:</p> <p>Iron Mountain 8001 Research way Springfield, VA 22153</p>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
System Characterization and Data Categorization					
7	<p>Does/Will the system <i>contain (store)</i> information in identifiable form (IIF) within any database(s), record(s), file(s) or Web site(s) hosted by this system?</p> <p>Note: If yes, check all that apply in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p> <p>Please note: This question seeks to identify all personal information contained within the system. This includes any IIF, whether or not it is subject to the <i>Privacy Act</i>, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the <i>Privacy Act</i> or other legislation.</p> <p>[Autofill all relevant questions with N/A.]</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Personal Information:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Name <input type="checkbox"/> Date of birth <input type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual) <input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video) <input type="checkbox"/> Driver's license <input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint) <input type="checkbox"/> Mother's maiden name <input type="checkbox"/> Vehicle identifiers (e.g., license plates) <input checked="" type="checkbox"/> Mailing address <input checked="" type="checkbox"/> Phone numbers (e.g., phone, fax, and cell) <input type="checkbox"/> Medical records numbers <input type="checkbox"/> Medical notes <input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN]) <input type="checkbox"/> Certificates (e.g., birth, death, and marriage) <input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other) <input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other) <input type="checkbox"/> Web Uniform Resource Locators (URL) <input checked="" type="checkbox"/> E-mail address <input checked="" type="checkbox"/> Education records <input type="checkbox"/> Military status and/or records <input checked="" type="checkbox"/> Employment status and/or records <input type="checkbox"/> Foreign activities and/or interests <input checked="" type="checkbox"/> Other: Citizenship
8	<p>Indicate all the categories of individuals about whom IIF is or will be collected.</p>			<input type="checkbox"/>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Other: Public citizens: educators

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
System Characterization and Data Categorization					
9	<p>Are records on the system (or will records on the system be) retrieved by one or more data elements?</p> <p>Note: If yes, specify in the Comments column data elements will be used in retrieving the records (i.e., using a record number, name, social security number, or other data element or record locator methodology). If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Personal Information:</p> <p><input type="checkbox"/> Name</p> <p><input type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual)</p> <p><input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video)</p> <p><input type="checkbox"/> Driver's license</p> <p><input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)</p> <p><input type="checkbox"/> Mother's maiden name</p> <p><input type="checkbox"/> Vehicle identifiers (e.g., license plates)</p> <p><input type="checkbox"/> Mailing address</p> <p><input type="checkbox"/> Phone numbers (e.g., phone, fax, and cell)</p> <p><input type="checkbox"/> Medical records numbers</p> <p><input type="checkbox"/> Medical notes</p> <p><input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN])</p> <p><input type="checkbox"/> Certificates (e.g., birth, death, and marriage)</p> <p><input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other)</p> <p><input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other)</p> <p><input type="checkbox"/> Web Uniform Resource Locators (URL)</p> <p><input type="checkbox"/> E-mail address</p> <p><input type="checkbox"/> Education records</p> <p><input type="checkbox"/> Military status and/or records</p> <p><input type="checkbox"/> Employment status and/or records</p> <p><input type="checkbox"/> Foreign activities and/or interests</p> <p><input type="checkbox"/> Other:</p> <p>Information is retrieved by school name, city, or state.</p>
10	Are/Will records on 10 or more individuals containing IIF [be] maintained, stored or transmitted/passed through this system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	<p>Is the system (or will it be) subject to the Privacy Act?</p> <p>Note: If the answer to questions 7, 9, and 10 were yes, the system will likely be subject to the <i>Privacy Act</i>. System owners should contact their Center PAM for assistance with this question if they are uncertain of the applicability of the <i>Privacy Act</i>.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Autofill "yes" when yes is marked for 7 and 9; "no," if 7 and 9 are marked "no."
12	<p>Has a Privacy Act System of Record (SOR) Notice been published in the Federal Register for this system?</p> <p>Note: If no, explain why not in the Comments column.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> No IIF is contained in the system.</p> <p><input checked="" type="checkbox"/> IIF is in the system, but records are not retrieved by IIF.</p> <p><input type="checkbox"/> Should have published an SOR, but was unaware of the requirement.</p> <p><input type="checkbox"/> System is required to have an SOR but is not yet procured or operational.</p> <p><input type="checkbox"/> Other: _____</p>
13	If a SOR Notice has been published, have major changes to the system occurred since publication of the SOR?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Information Sharing Practices					
14	Is the IIF in the system voluntarily submitted (or will it be)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
15	<p>Does/Will the system <i>collect</i> IIF directly from individuals?</p> <p>Note: If yes, identify in the Comments column the IIF the system collects or will collect directly from individuals. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Personal Information:</p> <p><input checked="" type="checkbox"/> Name</p> <p><input checked="" type="checkbox"/> Mailing address</p> <p><input checked="" type="checkbox"/> Phone numbers (e.g., phone, fax, and cell)</p> <p><input checked="" type="checkbox"/> E-mail address</p> <p><input checked="" type="checkbox"/> Education records</p> <p><input checked="" type="checkbox"/> Employment status and/or records</p> <p><input checked="" type="checkbox"/> Other: Citizenship</p>
16	<p>Does/Will the system <i>collect</i> IIF from other resources (i.e., databases, Web sites, etc.)?</p> <p>Note: If yes, specify the resource(s) and IIF in the Comments column.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17	<p>Does/Will the system <i>populate</i> data for other resources (i.e., do databases, Web sites, or other resources rely on this system's data)?</p> <p>Note: If yes, specify resource(s) and purpose for each instance in the Comments column.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Resource: _____</p> <p><input type="checkbox"/> Resource: _____</p> <p><input type="checkbox"/> Resource: _____</p> <p><input type="checkbox"/> Resource: _____</p> <p><input type="checkbox"/> Resource: _____</p>
18	<p>Does/Will the system <i>share</i> or <i>disclose</i> IIF with agencies external to NASA, or other people or organizations outside NASA?</p> <p>Note: If yes, specify with whom and for what purposes, and identify which data elements in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>With whom and for what purposes:</p> <p><input checked="" type="checkbox"/> NSTA – this NASA grantee collects the data on a server they maintain.</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
19	<p>If the IIF in the system is or will be matched against IIF in one or more other computer systems internal or external to NASA, are (or will there be) computer data matching agreement(s) in place?</p> <p>If yes, indicate in the Comments column internal or external and the system(s) with data which are matched.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Location of other systems involved in matching:</p> <p><input type="checkbox"/> Internal NASA</p> <p><input type="checkbox"/> External to NASA</p> <p>Other systems involved:</p> <p>_____</p> <p>_____</p> <p>If answered "No," auto fill 20 with N/A.</p>
20	<p>If data matching activities will occur, will the IIF be de-identified, aggregated, or otherwise made anonymous?</p> <p>Note: If yes, please describe this use in the Comments column.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> De-identified</p> <p><input type="checkbox"/> Aggregated</p> <p><input type="checkbox"/> Other</p>
21	<p>Is there a process, either planned or in place, to notify organizations or systems that are dependent upon the IIF contained in this system when changes occur (i.e., revisions to IIF, when the system encounters a major change, or is replaced)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	<p>Is there a process, either planned or in place, to notify and obtain consent from the individuals whose IIF is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection)?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	<p>Is there/Will there be a process in place for individuals to choose how their IIF data is used?</p> <p>Note: If yes, please describe the process for allowing individuals choice in the Comments column.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A statement explaining how IIF will be used is provided on the data entry page of the application Web site.</p>
24	<p>Is there/Will there be a complaint process in place for individuals who believe their IIF has been inappropriately obtained, used, or disclosed, or that the IIF is inaccurate?</p> <p>Note: If yes, please describe briefly the notification process in the Comments column.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A process in place whereby applicants are provided with an e-mail address to notify NASA if they believe their IIF has been inappropriately obtained, used, or disclosed, or that the IIF is inaccurate.</p>
25	<p>Are there or will there be processes in place for periodic reviews of IIF contained in the system to ensure the data's integrity, availability, accuracy, and relevancy?</p> <p>Note: If yes, please describe briefly the review process in the Comments column.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>There is no long-term retention of IIF that would necessitate a periodic review.</p>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
26	<p>Are there/Will there be rules of conduct in place for access to IIF on the system?</p> <p>Note: If yes, identify in the Comments column all users with access to IIF on the system and for what purposes they use the IIF.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Users</p> <p><input checked="" type="checkbox"/> NES project administrators</p> <p><input checked="" type="checkbox"/> System Administrator</p> <p>For what purposes:</p> <p><input checked="" type="checkbox"/> Users – Voluntary completion of the online application</p> <p><input checked="" type="checkbox"/> NES project administrators - NES applicant selection</p> <p><input checked="" type="checkbox"/> System Administrator -- system administration, create backups and archives</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
27	<p>Is there a process in place to log routine and non-routine disclosures and/or unauthorized access?</p> <p>If yes, check in the Comments column which kind of disclosures are logged.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Disclosures logged:</p> <p><input type="checkbox"/> Routine</p> <p><input type="checkbox"/> Non-routine</p> <p><input type="checkbox"/> Public Internet _____</p>
Web site Host – Question Sets					
28	<p>Does/Will the system host a Web site?</p> <p>Note: If yes, identify what type of site the system hosts in the Comments column.</p> <p>If no, check “No” for all remaining questions in the “Web Site Host Question Sets” section and answer questions starting with the “Administrative Controls” section beginning with question 42.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Type of site:</p> <p><input checked="" type="checkbox"/> Public Internet _____</p> <p><input type="checkbox"/> Internal NASA _____</p> <p><input type="checkbox"/> Both _____</p>
29	Is the Web site (or will it be) accessible by the public or other entities (i.e., federal, state, and local agencies, contractors, third-party administrators, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Is the Agency Web site privacy policy statement posted (or will it be posted) on the Web site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Agency privacy policy is accessible from the application Web site.
31	<p>Is the Web site’s privacy policy in machine-readable format, such as Platform for Privacy Preferences (P3P)?</p> <p>Note: If no, please describe in the Comments column your timeline to implement P3P requirements for this system.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
32	Does the Web site employ (or will it employ) persistent tracking technologies? Note: If yes, identify types of cookies in the Comments column. If persistent tracking technologies are in place, please indicate the official who authorized the use of the persistent tracking technology.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Session Cookies <input type="checkbox"/> Persistent Cookies <input type="checkbox"/> Web bugs <input type="checkbox"/> Web beacons <input type="checkbox"/> Other (Describe): _____ Authorizing Official: _____ Authorizing Date: _____
33	Does/Will the Web site collect or maintain personal information from or about children under the age of 13?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If marked "No," autofill "N/A" in next question.
34	If the Web site does/will collect or maintain personal information from or about children under the age of 13, please indicate what information and how the information is collected.			<input checked="" type="checkbox"/>	<input type="checkbox"/> Actively directly from the child <input type="checkbox"/> Passively through cookies <input type="checkbox"/> Both of the above What Information collected: _____ _____ _____
35	If the Web site does/will collect or maintain personal information from or about children under the age of 13, is the information shared with any non-NASA organizations, grantees, universities, etc. Note: If yes, also identify the non-NASA organizations in the comments field	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal information from or about children under the age of 13 is not collected. If "no," autofill "N/A" in items 36 & 37.
36	If the Web site does/will collect or maintain personal information from or about children under the age of 13, specify in the comments field what method is used for obtaining parental consent.			<input checked="" type="checkbox"/>	Method used for obtaining parental consent (please check all that apply) <input type="checkbox"/> No consent is obtained <input type="checkbox"/> Simple email <input type="checkbox"/> email accompanied by digital signature <input type="checkbox"/> signed form from the parent via postal mail or facsimile <input type="checkbox"/> accepting and verifying a credit card number in connection with a transaction <input type="checkbox"/> taking calls from parents, through a toll-free telephone number staffed by trained personnel

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
37	<p>Does/Will the Web site <i>collect</i> IIF electronically from any individuals?</p> <p>Note: If yes, identify what IIF the system collects in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Personal Information:</p> <p><input checked="" type="checkbox"/> Name</p> <p><input type="checkbox"/> Date of birth</p> <p><input type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual)</p> <p><input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video)</p> <p><input type="checkbox"/> Driver's license</p> <p><input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)</p> <p><input type="checkbox"/> Mother's maiden name</p> <p><input type="checkbox"/> Vehicle identifiers (e.g., license plates)</p> <p><input checked="" type="checkbox"/> Mailing address</p> <p><input checked="" type="checkbox"/> Phone numbers (e.g., phone, fax, and cell)</p> <p><input type="checkbox"/> Medical records numbers</p> <p><input type="checkbox"/> Medical notes</p> <p><input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN])</p> <p><input type="checkbox"/> Certificates (e.g., birth, death, and marriage)</p> <p><input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other)</p> <p><input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other)</p> <p><input type="checkbox"/> Web Uniform Resource Locators (URL)</p> <p><input checked="" type="checkbox"/> E-mail address</p> <p><input checked="" type="checkbox"/> Education records</p> <p><input type="checkbox"/> Military status and/or records</p> <p><input checked="" type="checkbox"/> Employment status and/or records</p> <p><input type="checkbox"/> Foreign activities and/or interests</p> <p><input checked="" type="checkbox"/> Other: U.S. Citizenship</p>
38	<p>Does/Will the Web site provide a PDF form to be completed with IIF from any individuals and then mailed or otherwise provided to NASA?</p> <p>Note: If yes, identify what IIF the PDF form collects in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
39	<p>Does/Will the Web site <i>share</i> IIF with organizations external to NASA, or other people or organizations outside NASA?</p> <p>Note: If yes, specify with whom and for what purposes.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>With whom and for what purposes:</p> <p><input checked="" type="checkbox"/> NSTA – this NASA grantee collects the data on a server they maintain</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
40	<p>Are rules of conduct in place (or will they be in place) for access to IIF on the Web site?</p> <p>Note: If yes, identify in the Comments column all categories of users with access to IIF on the system, and for what purposes the IIF is used.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Users <input checked="" type="checkbox"/> NES project administrators <input checked="" type="checkbox"/> System Administrator For what purposes: <input checked="" type="checkbox"/> Users – Voluntary completion of the online application <input checked="" type="checkbox"/> NES project administrators - NES applicant selection <input checked="" type="checkbox"/> System Administrator -- system administration, backups, archival <input type="checkbox"/> _____ <input type="checkbox"/> _____
41	<p>Does (or will) the Web site contain links to sites external to the Center that owns and/or operates the system?</p> <p>Note: If yes, note in the Comments column whether the system provides a disclaimer notice for users that follow external links to Web sites not owned or operated by the Center.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Disclaimer notice for all external links
Administrative Controls					
42	<p>Have there been major changes to the system since it was last certified and accredited?</p> <p>Note: If the system is under development and not yet certified and accredited at the time of this PIA, please describe in the Comments column the plan and timeline for conducting a certification and accreditation (C&A) for this system.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
43	<p>Have personnel (system owners, managers, operators, contractors and/or program managers) using the system been (or will they be) trained and made aware of their responsibilities for protecting the IIF being collected and maintained?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	<p>Who has /will have access to the IIF on the system?</p> <p>Note: Check all that apply in the Comments column.</p>				<input checked="" type="checkbox"/> Users – have access to their own information via a valid login and password. <input checked="" type="checkbox"/> Administrators <input type="checkbox"/> Developers <input type="checkbox"/> Contractors <input type="checkbox"/> Other
45	<p>If contractors operate or use the system, do the contracts include clauses ensuring adherence to privacy provisions and practices?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
46	Are methods in place to ensure that access to IIF is restricted to only those required to perform their official duties? Note: If yes, please specify method(s) in the Comments column.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IIF is accessible only by authorized individuals with a valid user name and password.
47	Are there policies or guidelines in place for the retention and destruction of IIF within the application/system? Note: If yes, please provide some detail about these policies/practices in the Comments column.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records will be maintained in accordance with Schedule 1, Item 68, Educational Programs.
Technical Controls					
48	Are technical controls in place to minimize the possibility of unauthorized access, use, or dissemination of the data in the system (or will there be)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IIF is accessible only by authorized individuals with a valid user name and password.
49	Are any of the password controls listed in the Comments column in place (or will they be)? Note: Check all that apply in the Comments column.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Passwords expire after a set period of time. <input type="checkbox"/> Accounts are locked after a set period of inactivity. <input checked="" type="checkbox"/> Minimum length of passwords is eight characters. <input type="checkbox"/> Passwords must be a combination of uppercase, lowercase, and special characters. <input type="checkbox"/> Accounts are locked after a set number of incorrect attempts.
50	Is there (or will there be) a process in place to monitor and respond to privacy and/or security incidents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Controls					
51	Are physical access controls in place (or will they be)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- END -					

PIA Analysis Worksheet
Contact Information

Signature of NASA Cognizant Official

Date

Robert F. LaSalvia

Print Name

NASA Explorer Schools Project Manager

Title/Position

Glenn Research Center, GRC:XN00

Center and Office/Department

MS 7-4

Street Address

Cleveland, OH 44135

City, State and Zip Code

(216) 433-8981

Phone Number

(216) 433-3344

Fax Number

***Please go to the next page and complete the PIA Summary. This Summary will be made publicly available at <http://www.nasa.gov/pia>. ***

Privacy Impact Assessment (PIA) Summary

Date of this Submission (MM/DD/YYYY):

April 4, 2007

NASA Center:

Glenn Research Center

Application Name:

Rob LaSalvia

Is this application or information collection new or is an existing one being modified?

New data collection

Does this application collect, maintain, and/or disseminate information in identifiable form (IIF)?

Contact information for potential respondent population is in identifiable form (IIF).

Mission Program/Project Supported:

NASA Explorer Schools project

Identifying Numbers (Use N/A, where appropriate)

Privacy Act System of Records Number: n/a

OMB Information Collection Approval Number and Expiration Date:

Other Identifying Number(s):

Description

1. Provide an overview of the application or collection and indicate the legislation authorizing this activity.

The application facilitates the annual collection of information needed for selection of NASA Explorer Schools (NES) across the United States. The three-year NES project promotes and supports the use of NASA content, missions, and opportunities to support school improvement plans in science, mathematics, and technology education.

The NES project is one NASA initiative to achieve the educational outcomes as directed by the Space Act of 1958, the Vision for Space Exploration, NASA's Education Strategic Coordination Framework as well as the Strategic Management of Human Capital initiative under the President's Management Agenda.

2. Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.

The system collects and uses the following information:

- Name (IIF-Voluntary) – used to identify the teacher completing the application on behalf of their school or school system as well as other team members. Failure to provide data may impair a school's ability to qualify for enrollment in the NES project.
- Mailing Address - (IIF-Voluntary) – used to send project-related material to participants. Failure to provide data may impair a school's ability to qualify for enrollment in the NES project.
- Phone Numbers - (IIF-Voluntary) – used to conduct phone interviews during the selection process. Failure to provide data may impair a school's ability to qualify for enrollment in the NES project.
- E-mail Address – (IIF-Voluntary) – used to contact applicants as may be needed during the selection process or to send project-related materials. Failure to provide data may impair a school's ability to qualify for enrollment in the NES project.
- Education Records - (IIF-Voluntary) – used to verify that team members are academically eligible to participate in the program. Failure to provide data may impair a school's ability to qualify for enrollment in the NES project.
- Employment Records - (IIF-Voluntary) – used to ensure that team members have the desired level of teaching experience to participate in the program. Failure to provide data may impair a school's ability to qualify for enrollment in the NES project.

3. Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.

Each element of information collected is necessary to determine whether NES applicants meet the criteria necessary for probable project success.

4. Explain why the IIF is being collected, maintained, or disseminated.

Information collected is necessary to determine which applicants should be selected to participate in the three-year NES project.

5. Identify with whom the agency will share the IIF.

As the system host for the online Web site form, NSTA, a NASA grantee, will have access to the IIF.

6. Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a Web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.

The IIF is obtained through an online Web site form hosted by a NASA grantee, the National Science Teachers Association (NSTA). Educators and administrators voluntarily apply for participation in the NASA Explorers Schools project. A notice of consent is provided on the Web site. Also, NASA's Privacy Policy is accessible from the application Web site. A notice indicating how the educator's IIF will be used during the school team selection process is also posted on the Web site.

7. State whether personal information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: *Children's Online Privacy Protection Act of 1998*)

Neither NSTA nor NES will collect information from children under age 13 on the Internet.

8. Describe how the IIF will be secured.

Access to IIF is secured via an assigned user ID and password-protected connection.

9. Describe plans for retention and destruction of IIF.

IIF will be maintained per the direction of Schedule 1, Item 68, Educational Programs, of the NASA Records Retention Schedules or the General Records Schedules.

10. Identify whether a system of records is being created under section 552a of Title 5, United States Code (the *Privacy Act*), or identify the existing Privacy Act system of records notice under which the records will be maintained.

The system is not subject to the Privacy Act therefore a system of records is not applicable.

11. Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it: Robert F. LaSalvia at (216) 433-8981.

Robert F. LaSalvia
NES Project Manager
Date: _____

Concur:

Sandra Nagy
Center Privacy Act Manager
Date: _____

Concur:

Patti F. Stockman
NASA Privacy Act Officer
Date: _____

Concur:

Sasi K. Pillay
Center Chief Information Officer
Date: _____

Approved for Publication:

Jonathan Q. Pettus
Chief Information Officer
Date: _____